

Action Memorandum Check Sheet¹

Coordination with or obtained:	Y/N	Contact Info or Comment:
Acct No. and/or CERCLIS No. obtained	Y	WAN 001003042
ATSDR coordination		
Community Involvement/Press coordination	N	
Contracts (ERRS, START)	Y	
Dept of Agriculture (Forest Service lands)	N	
Dept of Commerce/National Marine Fisheries (ESA) issues considered	N	
Dept of Interior (ESA) issues considered	N	
Hanford Project Office coordination	N	
IGCE completed, if required		
NPL coordination	N	
ORC coordination/concurrence	Y	
PRP search initiated		
Admin Record established		
Criminal Investigation Division (CID)	N	
Operations Office coordination		
Tribal Office coordination	N	
Tribal (cultural and natural resources) issues considered	N	

Original to: Records Center (Admin Record)
Copies to: Lynne Kershner (CERCLIS reporting)
Mike Sibley (ERRS)
Mary Matthews (ER Program file)
Originating OSC (personal file)

¹ This check sheet is required for all Action Memos and is to be used as a guide for OSCs and RPMs to ensure proper communication and coordination with various stakeholders. With the exception of ORC, formal concurrence is not required but items should be considered prior to routing an Action Memo for signature. Check sheet should be included with formal signature package.

